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MEMORANDUM

6 May 1947

TO : Acting Chief ^{25X1A7b}
FROM : Executive for Personnel and Administration
SUBJECT: Detail of Overseas Personnel to U.S. for Temporary Duty

In response to your request of 28 April 1947 relative to the matter of dispatching Messrs. [redacted] and Miss [redacted] from their present headquarters in [redacted] to Washington, D. C. for temporary duty for an approximate period of 30 days, you are advised as follows:

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1. The fact that these employees may have been appointed

However, these individuals may be returned to the United States for temporary duty for the performance of official business in Washington, D. C. including reorientation and consultation.

2. Any leave taken while performing duty in Washington, D.C. would be incidental to their official duty and should in no case exceed the actual number of days of work performed while on temporary duty at this Headquarters.

3. Transportation expenses of the employees can be borne from funds available to this Agency and travel can be accomplished either by military or commercial air or surface craft provided the request for travel and the subsequent travel authorization in each case includes such authority. A per diem of \$7.00 while traveling outside the United States and a per diem of \$6.00 while performing travel within the continental limits of the United States may be authorized. The \$6.00 per diem will also be applicable while the employees are actually on duty in Washington, D. C.


*This does not
actually affect us
and info*





4. No provisions can be made for the payment of travel expenses of dependents who may accompany the employees mentioned in your memorandum. Such travel must be performed at the personal expense of the individual concerned.

5. The request for travel when submitted for each employee should set forth a statement justifying the official need for returning the employee to the United States in a temporary duty status. In this connection, there should be noted that the individual traveler must bear from personal funds any additional expenses occasioned by stop overs or indirect travel made for personal reasons.

If it is desired to return the three individuals concerned from their present official station to Washington, D. C. in compliance with the above outlined provisions and restrictions, the applicable request for travel should be submitted to the Transportation Section, Services Division a sufficient time in advance of the travel to permit proper approval and all necessary arrangements to be made before advising the employees to depart from their official station.

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Colonel, AGD
Executive for Personnel
and Administration

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 Mr. 
 Capt 
 Mr. 
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 Mr.  - 1
 Central Records - 2

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